

SECTION 12 – EMERGENCY PREPARDNESS

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EMERGENCY PREPAREDNESS POLICY

Emergency Preparedness Policy

GRD Construction Ltd. will maintain a written emergency plan as required for each project site. The procedures will take the following into consideration.

- A procedure of potential emergencies will be developed
- Notification procedures for field emergencies and evacuation of workers from site.
- An evacuation, head count and rescue plan
- A map at the work site showing the location of the nearest emergency medical centers and phone numbers.
- A method for reporting the emergency and sounding the alarm and warning workers
- A routine for notification of the next of kin
- A list of current first aid certified workers

Note: The information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Date – August 1, 2013

Bobby Janjua – CEO

EMERGENCY CONTACTS

Supervisor

Name:	Telephone #:

First Aid

Name:	Telephone #:

FIELD EMERGENCY NOTIFICATION PROCEDURE

If an emergency exists in which workers need to be notified of an emergency and start to evacuate their worksite, the following steps must be followed:

1. Sound horn 3 times in a row as follows
 - a. Hold horn for 3 seconds
 - b. Hold horn for 3 seconds
 - c. Hold horn for 3 seconds

2. Dial 911 to summon emergency services as soon as possible. Be prepared to give the following information:
 1. Police, fire or ambulance required
 2. Nature of the emergency, what happened?
 3. Nature of the injuries/medical condition
 4. Number of injuries/casualties
 5. Exact location of the emergency
 6. Your name and contact info/phone number

3. Stay calm

*This emergency notification procedure will activate the **Field Evacuation Procedure***

FIELD EVACUATION PROCEDURE

In the event of an emergency requiring worksite evacuation, the following steps must be followed:

1. Activate Field Emergency Notification Procedure
2. Move calmly and quickly towards the worksite exit to the designated Muster Point Location (decided meeting place)
3. Quickly check work areas as you move towards exit point to ensure that there are no injured remaining person(s)
4. If an injured or trapped person is found and the situation is not immediately dangerous to life and health for you, assist them or make them comfortable without moving them and reassure them that health is on the way.
5. DO NOT attempt to extinguish any fires unless you are confident they can be eliminated with the available fire extinguisher(s), leave them for the Fire Department.
6. Once you reached the Muster Point, report to the foreman for head count.
7. Remain at the Muster Point and DO NOT return to the building or worksite under any circumstances until you've been given the clear by your foreman.
8. Provide assistance to the emergency personnel only when asked to do so, otherwise stay calm and out of the way of emergency crews.
9. REMEMBER – Never be the second casualty. If danger is present, protect yourself.

FIELD EMERGENCY FOR NATURAL DISASTER/ELECTRICAL STORM/TERRORIST ATTACK

1. If you are notified of a disastrous or terrorist situation, remain calm.
2. In the case of a tornado or terrorist attack, move away from any doors or windows and move towards the interior room or one surrounded by walls. If this is not possible move behind a hill or dirt mound or any other protective source so that will not be injured by flying fragments or particles.
3. In the case of a flood, seek out an area of height that you will be protected from water and proceed there.
4. In the case of an electrical storm, remain inside your vehicle or a building that you are sure is grounded.
5. Assist others who may require support only if the situation is not immediately dangerous to life and health for you to assist them or make them comfortable.
6. DO NOT MOVE from your area of shelter or protection until you are positive that has ceased or emergency personnel have instructed you to do so.
7. Proceed to the designated Muster Point.
8. Do NOT use telephones or computers during this type of emergency.
9. Provide assistance to Emergency responders only when asked to do so, otherwise stay calm and out of the way of emergency crews.
10. REMEMBER – never be the second casualty. If the danger is present, protect yourself.
11. Notify your foreman of incident and injuries as soon as possible.

FIELD EMERGENCY PROCEDURE FOR EXPLOSIONS

Explosions include those caused by leaking gas, faulty heating equipment flammable vapors, etc.

1. Fall to the ground/floor and take immediate shelter under equipment or beside structures that will offer protection from flying debris. Protect your head and face with your arms.
2. Evacuate the area or the building after the effects of the explosion subsided to the designated Muster Point.
3. Dial 911 or the emergency phone number for the area that you are working in, as soon as possible. Give the following information:
 - Police, Fire, or Ambulance?
 - Nature of the Emergency, What Happened
 - Number of injuries, Casualties
 - Nature of Injuries/Medical conditions
 - Exact location of the emergency
 - What help is being given
 - Your name and contact information/phone number
4. Initiate Emergency Notification Procedure, Sound Air Horn 3 times in a row, as follows:
 - i. Hold horn for 3 seconds
 - ii. Hold horn for 3 seconds
 - iii. Hold horn for 3 seconds
5. Once you've reached the muster point, report to the foreman for head count.
6. Remain at your muster point and DO NOT return to your work area under any circumstances until you've given the all clear by the foreman
7. Provide assistance to Emergency Personnel only when asked to do so, otherwise stay calm and out of the way of emergency crews.
8. REMEMBER – Never be the second casualty. If Danger is present, protect yourself first.

FIELD EMERGENCY PROCEDURE FOR LEAKING GASES, LIQUID OR FIRE

1. **Sop all sources of ignition** – Turn off all equipment, engines and tools
2. **Protect yourself first**, then others
3. If possible, **contain the blaze with a fire extinguisher** or shut off leaking gasses or fluids
4. Stay as low as possible to try and avoid inhalation of smoke (possibly toxic)
5. Should clothes catch on fire – **STOP, DROP, and ROLL**
6. **Dial 911** to summon emergency services as soon as possible. Be prepared to give the following information:
 - Police, Fire, or Ambulance?
 - Nature of the Emergency, What Happened
 - Number of injuries, Casualties
 - Nature of Injuries/Medical conditions
 - Exact location of the emergency
 - What help is being given
 - Your name and contact information/phone number
7. Initiate Emergency Notification Procedure if situation cannot be contained
Sound Air horn 3 times in a row, as follows:
 - i. Hold air horn on for 3 seconds
 - ii. Hold air horn on for 3 seconds
 - iii. Hold air horn on for 3 seconds
8. Know where the exits are when in an enclosed building and be sure they are not locked or blocked off.
9. Once you've reached the muster point, report to the foreman for head count.
10. Remain at your muster point and **DO NOT** return to your area under any circumstances until you've been given the all clear by the foreman.
11. Provide assistance to Emergency Personnel only when asked to do so, otherwise stay clam and out of the way of emergency crews.
12. **REMEMBER** – Never be the second casualty. If danger is present, protect yourself first!
13. IF you must, to rescue victims:
 - Keep upwind in the event of hazardous goods, spills, leads or fire
 - Administer First Aid to maintain life
 - Keep unnecessary people away

Do not feel compelled to control the hazard. Use your powers of observation and hearing to detect:

- Hazards
- Hissing sounds of gases
- Warning placards
- Leaking fluids
- Downed wires
- Flames, smoke, steam, etc.

FIELD EMERGENCY PROCEDURE FOR HAZARDOUS SUBSTANCE RELEASE OR CHEMICAL SPILL

Immediately upon a release or spill, steps should be taken to implement the spill plan. The following are the basic steps of a spill plan.

Small Spill Plan

1. Refer to Material Safety Data Sheets for detailed procedures
2. Secure the affected areas
3. Contain the spill by using absorbing material or building a dyke
4. Clean-up contaminated material by placing in a leak-proof container.
5. Dispose of material in a safe manner, as per local environment policies and procedures.

Large Spill/Release Plan

1. Secure affected area to avoid further contamination
2. Initiate emergency notification and emergency evacuation procedures, if danger or health hazards exist to workers.
3. Dial 911 to active emergency services and hazmat response teams.
4. Notify Foreman
5. Contain spill/release by using absorbing material or building a dyke, if possible.
6. Cooperate and assist local authorities and emergency services to determine the best method to contain and control spill/release.
7. Take photos of affected areas and the containment/clean-up progress. Number each picture in order taken with location, date & time.
8. Take good notes on progression of response and times everyone (local authorities, company management, environmental, etc.) were notified, including any discussions regarding spill/release, who visited site, etc.
9. Keep in regular contact with company management and update management on progress.

In most cases, clean-up procedures should start as soon as possible to prevent further spread of the substances into flowing water or ground water.

FROSTBITE AND HYPOTHERMIA

Working outdoors in extremely cold temperatures is dangerous if you are not adequately prepared.

Frostbite and hypothermia can happen quickly and often are not recognized by the person affected. Please be alert of symptoms of exposure, in both yourself and the workers around you (especially in windy conditions)

If you are unfamiliar with working in extreme cold, it is important to remember the following:

- Proper winter clothing must be worn. This may seem obvious but it is easy to misjudge the temperature.
- In cases where the air temperature and wind chill are extreme and you must work outside, take regular breaks and be very cautious.
- Keep a close watch on the people around you, as well as yourself
- Hypothermia often develops without the victim being aware of it. Early signs include violent shivering, confusion, slurred speech and loss of balance.
- Frostbite beings as white or grayish patched patches, accompanied initially by pain. As the tissue freezes, the pain goes away and the affected area will die if not treated on time.
- Frostbite affects the skin in must the same way as a burn from a fire and the results are just as painful and devastating.
- If you suspect that anyone around you is showing signs of either condition, seek shelter and first aid immediately.

DO'S AND DON'TS**DON'T:**

1. Don't ignore the early signs of cold exposure; they won't go away.
2. Never put snow or ice on the frozen part it will only cause further damage by keeping ice crystals in the skin frozen.
3. Don't rub the injured area to try and re-warm it will damage the frozen tissue
4. Don't try and re warm the area yourself, seek first-aid.

DO:

1. Seek immediately
 2. Call a first aid attendant
 3. Remove any wet or frozen clothing and replace with blankets or a sleeping bag.
 4. Do drink warm, non-alcoholic beverages. Something sugary like a hot chocolate is best.
- Prevention is the best medicine; but if you are unfortunate enough to experience frostbite, be warned that the re-warming process is extremely painful. Blistering and swelling are often associated, so it is very important to report to first aid as soon as possible.
 - Don't attempt to re—warm yourself, especially if there is a chance of freezing.
 - Once an area has recovered from frostbite, you must be careful because it will be very susceptible to freezing. This is because the ice crystals cause varying degrees of tissue damage; this damage can be permanent, even when it is not visible.
 - Remember hypothermia is not limited to extreme weather, in fact most cases occur when the temperature is above zero.
 - Dress in layers you can always remove clothing if you are too warm.
 - Take a break if need to, tired exhaustion is a major factor with hypothermia.
 - And last but not least, if you are driving in a vehicle you should still dress for the outdoors. You just might find yourself stuck in a four foot snow drift with a two mile walk ahead of you.

EMERGENCY PLAN***If someone gets hurt on site and needs first aid and medical attention, what do we do?***

It is important for all crews at GRD Construction Ltd. to practice their emergency plans. Practice often helps people feel less disoriented and better organized in cases of an emergency. Emergency plans should be practiced once a month in order to become routine and help to keep all workers safe.

IMPORTANT

- Each crew must post their list of emergency phone numbers (fire, police, ambulance, etc.). All workers must know where the emergency phone list is located and a phone must be easily accessible at all times.
- All workers know where the First Aid Kit is located. It must be easily accessible for all. The contents of the First Aid Kits must be checked regularly in order to properly replenish kits. First aid stickers should be posted on sides of company vehicle windows and on hard hats of those who are certified. Each crew will have three safety blankets.
- Fire extinguishers (20 lbs) should be located in company vehicles and all workers need to be aware of its location and use.

EMERGENCY DRILL

WHAT DO WE DO IF A CO-WORKER GETS HURT ON THE JOB?

During drills, assign someone to be the hurt worker/ change the person each drill to get practice in different situations. Use the following guidelines to practice your own drills.

1. Alert foreman, each foreman is first aid certified and must have at least one or other worker on site who is first aid certified.
2. Assign someone to call 911 (important for all workers to know here phones are)
3. Alert secondary first aider. This person may be needed to assist foreman in giving first aid to a hurt worker or may be needed to help others if more than one worker is hurt. "If both first aid personnel are busy administering first aid, who will step in to help?"
4. Assign someone to get the first aid kit (all will know of its location)
5. Administer first aid
 - Remember personal safety precautions (mask/safety shield, gloves)
 - Work as a team
 - Try and remain calm
 - Wait for ambulance/medical assistance

IF THE FOREMAN WAS TO GET HURT, HOW WOULD THE CREW RESPOND?

*Start drill be sounding horn/foreman will pretend to be hurt.

1. Alert secondary first aider (or other first aider on your crew)
 2. Assign someone to call 911
 3. Assign someone to step in to help the first aider
 4. Assign someone to get first aid kit
 5. Administer first aid.
- Remember personal safety precautions-mask/safety shield, gloves
 - Work as a team
 - Try and remain calm
 - Wait for ambulance/medical assistance

EMERGENCY PREPAREDNESS CHECKLIST FORM

(Complete and keep in site safety file)

PROJECT: _____

- Awareness of potential emergencies.
- All workers have knowledge of evacuation routes, emergency numbers, and location of emergency equipment, first aid kit, fire alarms and extinguishers (Discussed during drills and al safety meetings)
- A method for reporting the emergency and sounding an alarm and warning workers. (Discussed during drills/safety meetings)
- A list of emergency phone numbers, closest medical clinics and hospitals. (Posted on site, phones nearby and available)
- List of all First Aiders posted.
- An evacuation, head-count and rescue plan.
- A routine for notification of next of kin.

Completed by: _____ Date: _____

We strive for excellence in all that we do

EMERGENCY DRILL FORM

Drills Need to be re-enacted a minimum of once a year, when new workers are on a new site or when determined by a foreman, workers, or a safety coordinator.

Please complete by placing a check mark on the box.

Muster Area: _____ Site: _____

Reviewed Emergency Procedures with all employees:

Name of employees with First Aid reviewed:

Emergency drill for injured **worker**: Re-enacted Discussed

Emergency drill for injured **foreman**: Re-enacted Discussed

Map to nearest hospital reviewed:

Discuss the importance of documentation of all first aid received:

First Aid record sheet located in site trailer:

Remind all employees of the importance of safety AT ALL TIMES:

Comments:

Signature: _____

Date: _____

FIRST AID RECORD FORM

This record must be kept by the employer for 3 years
 This form must be kept at the employers workplace and is not
 to be submitted to WorkSafeBC

FIRST AID RECORD

	Sequence Number
Name	Occupation
Date of injury or illness (mm/dd/yyyy)	Time of injury or illness (hh:mm) a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Initial reporting date & time (mm/dd/yyyy) a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	Follow-up date & Time (mm/dd/yyyy) a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Initial report sequence number	Subsequent report sequence number

Description of how the injury, exposure, or illness occurred (What happened?)

Description of the nature of the injury, exposure, or illness (What you see – signs and symptoms)

Description of treatment given (What did you do?)

Name of witnesses

1.	2.
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Arrangements made relating to the worker (return to work/medical aid/ambulance/follow-up)

Provide worker handout	Yes <input type="checkbox"/> No <input type="checkbox"/>	A form to assist in return to work and follow-up was sent with the worker to medical aid	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alternative duty options were discussed	Yes <input type="checkbox"/> No <input type="checkbox"/>	First Aid Attendant Name (please print)	First Attendants Signature
Patients Signature			